



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

September 16, 2021 9:30 AM

**Governmental Services Building Conference Room, 217 W 5th Street,
Spencer, IA**

1. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve July Minutes
 - III. Communications
 - IV. Treasurer's Report Through August
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. Planning Division Report
 2. Contract Status Report
 - VII. New Business
 1. Miscellaneous

- VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2021-2022

EXECUTIVE

Dale Arends (B.V.)
George Moriarty (Clay Cities)
Clark Reekers (Dickinson)

Penny Clayton (Emmet Cities)
Doug VandenBosch (Lyon Co)
Marjean Westerman (O'Brien)
Mike Schulte (Osceola Co)

Kim Kibbie (P.A. Cities)
Don Schreur (Sioux)
* Committee Changes

PERSONNEL

Keri Navratil (B.V.Cities)
Art Hamrick (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher(Emmet Co)
Steve Simons (Lyon)
John Steensma (O'Brien)
Glenn Anderson(Osceola
Cities)

Roger Faulstick (P.A County)
Duane Feekes (Sioux Cities)

EDA/CEDS

Kelly Snyder (B.V. County)
Kristi Franker (Clay)
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)
Jordan Kordahl (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Stephanie Neppi (Osceola Co)

Open (Palo Alto)
Al Bloemendaal (Sioux Co)

NWIPDC Officers 2021 – 2022

Chairman
Vice Chairman
Secretary/Treasurer

Kelly Snyder
Stephanie Neppi
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
July 15, 2021

The meeting was called to order by Chairman Kelly Snyder at 9:35 AM after a short FastAct meeting at the RIDES conference room. Present at the meeting were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	
Lyon County:	Steve Simons and Jordan Kordahl
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte and Stephanie Neppl
Palo Alto County:	
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Cara Elbert, Erin Pingel, Kristin Larsen, Staci Kleinhesselink and Jackie Huckfelt, NWIPDC staff.

The minutes of the June meeting were presented for approval. A motion was made by Leupold seconded by Steensma to approve the minutes. Motion carried.

Communications. Kourousis reported that he sent out Audit RFP's and we only received one denial and one bid back from Williams & Company.

The Treasurer's report through June was presented by Huckfelt and reflected a cash balance of \$204,232.65. Huckfelt explained that this was a preliminary Treasurer's Report as some of the payroll paid in July had to be accrued back into June and also there were a few bills that still needed to be paid for June. A motion was made by Schulte, seconded by Bloemendaal to approve the preliminary report as read by Huckfelt. Snyder asked if the balance was close to what we normally would have at June 30th. Huckfelt stated that she would check. After the meeting, Huckfelt checked the June 30, 2020 balance and it was \$129,298.94. Motion carried.

The bills, paid since the last meeting, were presented for approval. A motion was made by Leupold, seconded by Steensma to approve the bills as written. Motion carried.

Old Business

1. Planning Division Report. Planning Staff gave the following reports:

Cara reported the following:

- Working on monitoring documentation for two CDBG projects that are nearing completion in Armstrong and the watershed project.

- City of Rock Valley's CDBG application for their water improvement project was submitted on July 1st with awards hopefully made early September.
- Submitting Section 106 compliance for the GACO CDBG project in Spencer. Once that is approved, environmental notices can publish and the bids can be advertised.
- Starting some new planning projects in the next fiscal year-Comprehensive Plan/Zoning Ordinance, Subdivision Ordinance and Floodplain Ordinance for Buena Vista County
- Starting Zoning Ordinance updates for the City of Rock Rapids, Larchwood and Sutherland.
- Starting a Comprehensive Plan/Zoning Ordinance and Subdivision Ordinance Update for the City of Alton.
- Wrapping up zoning ordinances in Milford and Hull and their councils will be adopting in the next few months.
- Starting Davis Bacon Compliance on a SRF funded project with Osceola Rural Water.
- Resubmitted the Career Link CDBG application for Buena Vista County for their ride service at Rembrandt Enterprises. First application was over the allowed budget threshold.
- Submitted Transportation Advisory Group(TAG) minutes to the DOT. Will be needing to update our title VI plan in the next few months for their approval.

Erin reported the following:

- NWIPDC is working with the City of Storm Lake and City of Spencer to finalize the 5210 Grant as a part of the Healthiest State Initiative. Spencer has been awarded round 2 and Storm Lake will embark on its last round (3) Kick off for the new awards will be August 24th via Zoom. I did our final PowerPoint presentations for all the projects highlighted in 5210 Round 1 Spencer and Round 2 Storm Lake on July 14th.
- Lake Park's Water Improvement CDBG is close to being complete.
- Round 2 is underway for the Hawarden housing rehabilitation program.
- Safe Routes to School – Board Meeting 7/22/2021-Safety Fair to take place July 30th. Working with Spencer Police Department, Spencer Family YMCA and Spencer Hospital. Expecting a large community involvement.
- I continue to train for Nuisance Abatement with Darren this summer.

Staci reported the following:

- Received the quarterly report for April, May and June of 2021 from Hawkeye. To summarize that report, we currently have 29 tickets assigned to our Network with 3 new assignments this quarter. We also unassigned 3 tickets this quarter due to no longer being able to pursue the goal of work. 22 of the 29 ticket holders are employed and we are assisting the other 7 in finding employment. Average wage of those working is \$14.84 per hour and average hours worked per week is 24 hours per week. For the second quarter of 2021, Hawkeye requested ticket payments from SSA totaling \$28,961 for our

region. The approved payment that we will receive for the quarter from the Social Security Administration is \$18,571. SSA denies payments for a variety of reasons and we may be able to request those denied payments in the next quarter. Hawkeye will be providing us more training in August on SSA payments so we can optimize funding into the program.

- We have a site visit coming up with Hawkeye from Waterloo on August 11. They will be coming to see our office space, provide Ticket to Work training and assistance, review of quarterly report and discussion on payments and ticket reimbursements.
- Referrals have started to come in from the Social Security Pilot Program and we hope to get more information on this during the site visit.
- Suzie Paulsen from Vocational Rehabilitation continues to provide online trainings for Benefits Planners in the area to review skills and keep current on benefits planning issues. These trainings are offered several times per month and are concise and informative and can be used for required continuing education hours.

Kristin reported the following:

- The Newell, Armstrong and Ruthven Housing CDBG's homeowner contact information has been sent to Jonathon Hintz and awaiting his initial bid specs to come back so we can begin the historic review process.
- Housing Trust Fund is working on closing out current grant agreement.
- The Spencer Substandard Housing Program has one applicant this round but we are going to proceed with rehabilitation as the homeowner is in desperate need of repairs.

Ted reported the following:

Kourousis reported that the league of cities had provided some information that we forwarded to the cities on the remaining cares act funding that communities were eligible to receive. According to the notice, the cities had 30 days from the date of the notification to submit proposals for the use of the funding that they had been earmarked for. There was some discussion pertaining to this topic and Kourousis explained to the board that he would make staff available to help the communities submit their requests if they needed or wanted it.

2. Contract Status Report. There were no contracts presented for informational purposes only.

New Business

1. Miscellaneous. Kourousis stated that typically we don't have a July meeting but needed one today to approve the FY2022-FY2025 Final Transportation Improvement Program so stated that we won't plan to have one in August.

With there being no more discussion, the next meeting was scheduled for September 16, 2021 at 9:30 AM. A motion was made by Schumacher, seconded by Steensma to adjourn. The meeting adjourned at 10:06 AM.

Respectfully submitted,


Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
8/31/21

CASH ON HAND 6/30/21	199,990.74
Receipts	240,539.54
Disbursements	164,211.34
CASH ON HAND 8/31/21	\$276,318.94

Reimbursements to NWIPDC

EDA	4,448.22
SHIELD	10,418.99
HAZMAT	20.72
TICKET TO WORK	4,571.35
NWIRHTF	8,468.66
CASH BALANCE 8/31/21	\$ 304,246.88

Check #	Date Paid	Vendor	Description	Amount Paid
666	7/22/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
668	7/27/2021	PrimePay	Payroll Maintenance	\$59.45
670	8/30/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
672	8/11/2021	Iowa Public Employee Retirement	IPERS	\$10,918.27
673	8/10/2021	PrimePay	Payroll Maintenance	\$39.50
674	9/8/2021	PrimePay	Payroll Maintenance	\$39.50
675	8/25/2021	PrimePay	Payroll Maintenance	\$19.55
676	8/10/2021	Paycor	Returned Check Fee	\$30.00
27753	7/30/2021	AFLAC	Insurance	\$464.22
27754	7/30/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27755	7/30/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27756	7/30/2021	Spencer Office Supplies	Laminating Pouches/ File Folders	\$225.40
27757	7/30/2021	Strategic Insights, Inc	Plan-it Software License Renewals	\$587.50
27758	7/30/2021	VISA	Gas/ Innovative Credit	\$74.04
27759	7/30/2021	VSP Vision Care	Vision Insurance	\$141.64
27760	7/30/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27769	8/13/2021	Boji Information Systems	Consulting	\$180.00
27770	8/13/2021	CenturyLink	Phones	\$586.35
27771	8/13/2021	Clay County Auditor	Rent/ Utilities	\$2,474.85
27772	8/13/2021	GFC Leasing	Copier Lease	\$942.50
27773	8/13/2021	Kirkwood Community College	Registration- Michael	\$659.00
27774	8/13/2021	Michael Raner	Travel/ Cell Phone	\$686.92
27775	8/13/2021	Spencer Municipal Utilities	Internet	\$160.00
27776	8/13/2021	Spencer Office Supplies	Printer Ink/Pens/Refills/Colored Paper	\$189.22
27777	8/30/2021	AFLAC	Insurance	\$464.22
27778	8/30/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27779	8/30/2021	Spencer Office Supplies	Pens/ Envelopes	\$47.89
27780	8/30/2021	VISA	Portfol Training-Jackie & Kristin/ CPR	\$2,115.51
27781	8/30/2021	VSP Vision Care	Vision Insurance	\$141.64
27782	8/30/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84

Check #	Date Paid	Vendor	Description	Amount Paid
27783	9/15/2021	Boji Information Systems	Consulting	\$300.00
27784	9/15/2021	CenturyLink	Phones	\$662.45
27785	9/15/2021	Clay County Auditor	Rent/ Utilities	\$2,488.14
27786	9/15/2021	GFC Leasing	Copier Lease	\$942.50
27787	9/15/2021	Spencer Municipal Utilities	Internet	\$160.00
27788	9/15/2021	Spencer Office Supplies	Printer Ink	\$99.22
27789	9/15/2021	United States Liability Insurance Co	D&O Liability/ Specified Professions E&O	\$4,412.00

